

PHILIP MORRIS
1993-1994 COLLECTION

ACTIVE FILE REVIEW PROCEDURES

1. Active files will be foldered for later processing.

Supplies Needed: Orange folders, rubber bands.

- A. Review area for relevant files and documents. Areas include desk tops and drawers, credenzas, bookcases, closets, boxes, etc. Keep in mind that this is a file level review. If a file contains a relevant document, the entire file must be foldered. The exception to this is previously copied documents discussed below in 1C. Place files to be copied in orange file folders. If necessary, secure the orange folders with a rubber band.
- B. Place loose relevant documents found in an area in an orange folder.
- C. Documents collected on previous projects have been stamped with either a C, C2, or a 10-digit Bates stamp, and in most situations do not need to be collected again. Exceptions are discussed below. The appearance of this stamp on a file folder does not mean that the file should not be reviewed as it is possible that new documents have been added to a file since the last collection.

When the stamp appears on documents, reviewers should determine the context of the stamped document. If it is serving as an attachment to a relevant document that was not previously collected, collect the entire group. If the document has been updated (information added since 1984 or 1988), also collect it again.

- D. When file review and foldering are completed, estimate the number of pages foldered and notify SHB. Estimate by calculating that one inch of paper consists of 200 pages.

2. When the files are ready for processing:

Supplies Needed: Transfer Forms, File Removal Forms, Bankers boxes, box labels, paper clips.

- A. You will be notified when the files need to be pulled for photocopying. You will be given supplies for pulling the files.

- B. In cases where an active file has been foldered for copying, fill in two File Removal Forms with identical information. Remove the file to be copied and rubber band one File Removal Form on the outside of the orange file folder, then place it in the box being sent to the processing center. In the exact location the file previously occupied, place an empty orange folder. File the second File Removal Form in this folder.
- C. In cases where only certain documents within a file have been foldered for copying, remove the entire file and rubber band a completed File Removal Form around the Philip Morris file folder, then place it in the box being sent to the processing center. In the exact location the file previously occupied, place an empty orange folder. File the other File Removal Form in this folder.
- D. Complete the top portion of the Transfer Form (including the Carton _____ of _____ section) and place one in the front of each box. Place a pre-prepared label on the front of each box. The boxes are then ready for pick-up by the Processing Center for photocopying.
- E. You will be notified when your files are to be returned. When the boxes arrive, match the File Removal Form on the file with the corresponding Form in the file's original location. Remove all File Removal Forms and colored folders and place them in the transfer cartons. These cartons will then be picked up by the Processing Center.